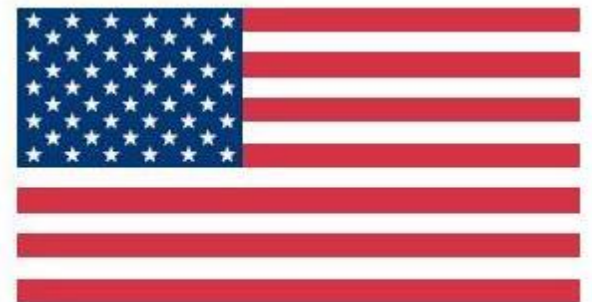


Public Affairs Small Grants Funding

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Embassy of the United States

Purpose

The Public Affairs small grants program is designed to assist Bahamian organizations and individuals in carrying out programs directly related to increasing the capacity of Bahamian civil society to work in areas of mutual interest such as

- youth leadership development
- education
- women's empowerment
- entrepreneurship
- economic development
- cultural exchange
- civic activism

Who Can Apply?

Community Based Organizations

- Faith Based Organizations
- Non-Government and Government Agencies
- Non-Profit Organizations
- Educational institutions
- Grass root organizations

Individuals

Businesses

Rules

- Due no later than 5 p.m. on August 18, 2014 to **NassauSmallGrants@state.gov** with the subject line **PAS GRANT PROPOSAL**
- Applications must be typed; hand written proposals will not be considered
- Projects should be completed by August 31, 2015
- Funds may not be used for the following:
 - The purchase of food
 - Alcoholic beverages or entertainment
 - Furniture or equipment purchases (i.e. computers, office equipment and supplies, recreational devices and equipment)
 - Salaries and benefits for staff or volunteers
 - Support programs, activities, or materials already funded by a third-party

Rules

- Upon completion of the project, the grantee must provide (within 30 days of program completion) a financial report detailing all expenditures, receipts and a narrative (including photos) explaining how the project goals and objectives were met.
- U.S. Embassy may conduct a site visits to the project
- U.S. Embassy logo must be including in all marketing initiatives



WHAT ARE WE
LOOKING FOR?

Be Competitive

Strong proposals

- engage and inspire underserved Bahamian youth to be positive forces of change in their community
- cultivate skill development
- foster a sense of community among Bahamians
- and help improve the bilateral relationship between The Bahamas and The United States of America

Applicants are encouraged to consider creative, original, and innovative activities designed to inspire and engage the Bahamian community.



Guidance for Public Affairs Grant Proposals



1

**Quality
program**



- Clear Objectives
- Demonstrated U.S. interest
- Sustainable
- Results can be measured

2

**Established
Partnerships**



- Shared costs
- Community buy-in
- Collaboration with other organizations
- Outreach to Family Islands

3

**Technology
and Social
Media**



- Improve skills
- Database creation and tracking
- Community engagement

The Application

- Be Detailed
- Be Specific
- Be Realistic

Tips for Writing

Who

- Describe your organization
- Lists current partners

What

- Describe project and target audience.
- List project activities.
- How will it be monitored? Success measured?

Where

- Identify Location of activity
- When: Determine timeline, date of completion

Tips for Writing

How
much?

- What is the total cost of your project?
- Partial funding or full funding?

Suggested
Table

- And all contributions should be included

Flexibility

- How will other costs be handled in future?
- What happens if you receive partial funding?

Budget Breakdown

In order to create a truly memorable and dynamic camp experience we will require a budget of \$8,000. Below is a breakdown of the estimated costs for the camp.

Programming and Instruction	\$5,0000 Total
Maps	\$1,000
Environmental Kits (reusable)	\$500
Computer software	\$3,000
Goggles	\$500
Supplies	\$885 Total
Pencils	\$50
Notebooks	\$300
Markers	\$75
Bulletin boards	\$300
Dry erase boards	\$160
Recognition and Prizes	\$2,115 Total
Certificates	\$100
Printing costs	\$85
Kindle Fire HD – prize for 1 st place Environmental Project	\$750
Nook – prize for 2 nd place Environmental Project	\$300
Scuba diving lesson – prize for 3 rd place Environmental project	\$280
Photographer	\$100
Rental cost for graduation ceremony	\$500

**Shipping/
Freight
costs?**

**Fees to
Boost
promotion
on FB?**

**Security for
event?**

**How much are
you requesting
for this grant?**

How are proposals evaluated?

- On a rolling basis
- Initial screening
- Committee review
- Follow up if necessary
- Notification the week of September 8th
 - We will follow up with our decisions; you do NOT need to contact us

What happens if you receive a grant

- Notified of how much funds you will receive
- Receive forms that must be submitted
- Meetings to discuss your project
- Funds are only distributed electronically
- Funds are distributed 50% or 80% at the beginning and balance distributed when Final Report is submitted. This can be negotiated.

What happens if you receive a grant

- Collect data throughout for reports; include qualitative and quantitative information
- Invite and expect visits
- **Save all receipts**
- Submit final report and meet all expectations. Failure to adhere to Grant Requirements will eliminate you/your organization from receiving grants from all agencies within the U.S. Embassy in the future.

Questions?

Queries?

Concerns?

Comments?

<http://nassau.usembassy.gov/usembassygrants.html>

NassauSmallGrants@state.gov